



Human Resources

Town of Walpole
Commonwealth of Massachusetts

Town Hall
135 School Street
Walpole, MA 02081
Phone (508)-660-7292
apply@walpole-ma.gov

February 24, 2023

Customer Service Representative
Sewer & Water Department
35hrs/week

RECEIVED
2023 FEB 24 A 11:42
TOWN OF WALPOLE
TOWN CLERK

The Town of Walpole is seeking applicants for a full time 35 hours per week, Customer Service Representative position in our Sewer & Water department. This position is responsible for providing clerical support and customer service for the department.

Desirable Qualifications & Skills:

High school graduate with two years of office experience. Requires working knowledge of Microsoft Office suite (Word, Excel). Requires general knowledge of Massachusetts General Laws as they pertain to water & sewer. Effective customer service and communication skills are required to address a wide ranging public audience. Complete job description via Walpole website www.walpole-ma.gov.

Salary:

Full time, Clerical Union; \$22.93 per hour

How to Apply:

Applicants can submit cover letter, resume & [Town of Walpole employment application](#) to: Town of Walpole – HR; 135 School Street, Walpole, MA 02081 or email apply@walpole-ma.gov. Position will remain open until filled. AA/EEO

The Town of Walpole is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status. **Posted Friday, February 24, 2023**